

# FAIRFAX COUNTY

DEPARTMENT OF PURCHASING & SUPPLY MANAGEMENT  
12000 Government Center Parkway, Suite 427  
Fairfax, Virginia 22035-0013

[www.co.fairfax.va.us/dpsm](http://www.co.fairfax.va.us/dpsm)

V I R G I N I A

Telephone: (703) 324-3201 Fax: (703) 324-3228 TTY 1-800-828-1140

NOV 01 2002

Temporary Solutions, Inc.  
10328 Battleview Parkway  
Manassas, Virginia 20109

Attention: Lovey Hammel, President  
Subject: Acceptance of Contract Award  
Reference: RFP02-587670-16; Temporary Clerical Services

## ACCEPTANCE AGREEMENT

Award is hereby made on October 31, 2002, to Temporary Solutions, Inc. for the term from November 1, 2002 through October 31, 2003 for Temporary Clerical Services in accordance with:

- 1) This Acceptance Agreement;
- 2) The terms and conditions of RFP02-587670-16;
- 3) Awarded categories, Administrative Assistance II, IV, and V.
- 4) Memorandum of Negotiations executed as of this date.
- 5) This contract hereafter shall be known as BL02-587670-16D

Other representations:

This is not an order; Purchase Order or other notice to proceed will follow. An original Certificate of insurance, as described in Paragraph 20 of the Special Provisions, is required within ten (10) days of contract award. All prior representations and additional or inconsistent oral or written statements are superceded, null and void. Contract award documents may be viewed on the Department of Purchasing and Supply Management website at [fairfaxcounty.gov/dpsm/contracts.htm](http://fairfaxcounty.gov/dpsm/contracts.htm).

County Purchasing Agent:

  
Cathy Muse, CPPO



# FAIRFAX COUNTY

DEPARTMENT OF PURCHASING & SUPPLY MANAGEMENT  
12000 GOVERNMENT CENTER PARKWAY, SUITE 427  
FAIRFAX, VIRGINIA 22035-0013

www.fairfaxcounty.gov/dpsm

ORIGINAL

VIRGINIA

TELEPHONE: (703) 324-3201 FAX: (703) 324-3223 TTY: 1-800-828-1140

ISSUE DATE: MAY 30, 2002	REQUEST FOR PROPOSAL NUMBER: RFP02-587670-16	FOR: TEMPORARY CLERICAL SERVICES
AGENCY: VARIOUS	DATE/TIME OF CLOSING: JUNE 27, 2002/3:00 P.M.	CONTRACT ADMINISTRATOR: LONNETTE ROBINSON AT 703-324-3281; email to lrobin@fairfaxcounty.gov

**Proposal** - In accordance with the following and in compliance with all terms and conditions, unless otherwise noted, the undersigned offers and agrees, if the proposal is accepted, to furnish items or services for which prices are quoted, at the price set opposite each item, delivered or furnished to designated points within the time specified. It is understood and agreed that with respect to all terms and conditions accepted by Fairfax County the items or services offered and accompanying attachments shall constitute a contract.

NOTE: Fairfax County does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment in the performance of its procurement activity.

**NAME AND ADDRESS OF FIRM:**

Telephone/Fax No.: 703-361-2220 / 703-368-0795  
x 235

TEMPORARY SOLUTIONS, INC.

E-Mail Address: gjohnson@tsijobs.com

10328 BATTLEVIEW PKWY

VA State Contractor's License  
No.: 0011900526

MANASSAS, VA 20109

Federal Social Security No.: 54-1138199

Prompt Payment Discount: 1% for payment within 30 days/net  
days

Fairfax License Tax No.: 0225364

CHECK ONE: ☐ INDIVIDUAL

☐ PARTNERSHIP ☒ CORPORATION Commonwealth of  
State in which Incorporated: Virginia

Lovey Hammel  
Vendor Legally Authorized  
Signature

July 10, 2002  
Date

Lovey Hammel / President  
Print Name and Title

Marvin Yeates  
Secretary

**By signing this proposal, Offeror certifies, acknowledges, understands, and agrees to be bound by the conditions set forth in Paragraph 64 of the General Conditions and Instructions to Bidders, regarding financial disclosure requirements.**

Sealed proposals subject to terms and conditions of this Request for Proposal, will be received at 12000 Government Center Parkway, Suite 427, Fairfax, Virginia 22035 until time/date specified above for furnishing items or services delivered or furnished to specified destinations within the time specified or stipulated by the offeror.

AN EQUAL OPPORTUNITY PURCHASING ORGANIZATION

(DPSM32) (rev 2/02)

**Memorandum of Negotiations for BL02-587-16D**  
**Temporary Clerical Services**

The Fairfax County (hereinafter called the County) and Temporary Solutions, Inc. (hereinafter called the Contractor) hereby agrees to the following in execution of Contract BL02-587670-16D.

The Contract shall include the following:

- The Request for Proposal (RFP), as issued to include Addendum No. 1 and 2
- Temporary Solutions, Inc.'s Technical and Business Proposals dated July 10, 2002
- This Memorandum of Negotiations
- Any subsequent amendments to the contract mutually agreed upon in writing between the County and Temporary Solutions, Inc.

The following provision is to be incorporated in the Contract:

**1. Work Orders – Normal Process for Filling Work Orders**

Normal Business hours are 8:00 a.m. to 5:30 p.m., Monday through Thursday and from 8:00 a.m. to 5:00 p.m. on Friday.

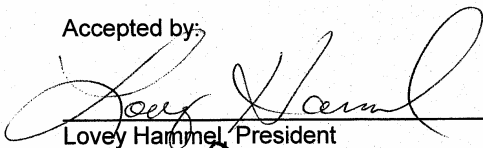
**2. Same-day Work Orders**

When a confirmation name is given to Fairfax County for same day orders, the Temporary Solutions Supervisor will also confirm the approximate arrival time of the temporary employee. In most cases, that time is within one to two hours if the employee must make last minute arrangements. If the arrival time is in excess of two hours, the Temporary Solutions Supervisor will convey this to Fairfax County when calling to confirm the name, and allow Fairfax County to determine if the time line is acceptable for their needs.

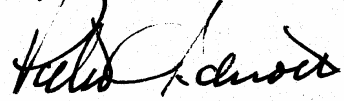
**3. Unplanned absenteeism and Replacement Time**

Employees are instructed to notify our office by 7:00 a.m. if unable to go to work that day. Once again, we are usually able to have a replacement on-site within two hours. As mentioned above, if the arrival time is estimated in excess of two hours, the supervisor will be informed in order to determine if that time line is acceptable to them.

Accepted by:

  
\_\_\_\_\_  
Lovey Hammel, President  
Temporary Solutions, Inc.

10/23/02  
Date

  
\_\_\_\_\_  
Peter J. Schroth, Director  
Fairfax County Human Resources

10-31-02  
Date

  
\_\_\_\_\_  
Cathy A. Muse, CPPO, Director  
Department of Purchasing & Supply Management

11/1/02  
Date

**APPENDIX B**  
**RFP02-587670-16**

**COG Rider for Additional Jurisdictions**

REFERENCE PARAGRAPH 31 OF THE SPECIAL PROVISIONS, "BIDDERS AUTHORIZATION TO EXTEND CONTRACTS":

YES	NO	JURISDICTIONS	YES	NO	JURISDICTIONS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Alexandria Public Schools	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Madison County Public Schools
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Alexandria Sanitation Authority	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Manassas Park Public Schools
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Alexandria, Virginia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Manassas, Virginia
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Arlington County, Virginia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Manassas City Public Schools
<input type="checkbox"/>	<input type="checkbox"/>	Arlington Public Schools	<input type="checkbox"/>	<input type="checkbox"/>	Maryland-National Capital Park & Planning Commission
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bowie, Maryland	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Metropolitan Washington Airports Authority
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Charles County, Maryland	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Metropolitan Washington Council of Governments
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Chevy Chase Village, MD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Montgomery Community College
<input checked="" type="checkbox"/>	<input type="checkbox"/>	City of Fairfax, Virginia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Montgomery County
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Clark County Administrative Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prince George's County Public Schools
<input checked="" type="checkbox"/>	<input type="checkbox"/>	College Park, Maryland	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Montgomery County Public Schools
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Culpeper County Public Schools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Northern Virginia Community College
<input checked="" type="checkbox"/>	<input type="checkbox"/>	District of Columbia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Northern Virginia Regional Commission
<input checked="" type="checkbox"/>	<input type="checkbox"/>	District of Columbia Schools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Orange County Public Schools
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fairfax County Water Authority	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prince George's County
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Falls Church City Public Schools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prince William County
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Falls Church, Virginia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prince William County Public Schools
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fauquier County Schools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prince William County Service Authority
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Frederick City, Maryland	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rappahannock County Public Schools
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Frederick County Maryland	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rockville, Maryland
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Frederick County Schools	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Shenandoah County Public Schools
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gaithersburg, Maryland	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Stafford County Public Schools
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Greenbelt, Maryland	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Takoma Park, Maryland
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Herndon, Virginia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Town of Vienna, Virginia
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Loudoun County Sanitation Authority	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Upper Occoquan Sewage Authority
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Loudoun County, Public Schools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Washington Suburban Sanitary Commission
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Loudoun County, Virginia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Virginia Railway Express
					Washington Metropolitan Area Transit Authority

YOU MUST RETURN THIS FORM WITH YOUR PROPOSAL PACKAGE. CONTRACT AWARD SHALL NOT BE MADE WITHOUT IT.

~~TEMPORARY SOLUTIONS, INC.~~  
Vendor Name